APPENDIX

B

WORKSHEETS

WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS REFERENCE, NONFICTION, VISUAL MATERIALS

Items in certain Dewey Decimal categories are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only titles in the areas which have a copyright date of _____ or newer may be used for the self-evaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

DEWEY AREAS Classified holdings of the collection

TOTAL HOLDINGS Enter the count of all of the items in the local collection regardless of copyright date For later ease of calculation, enter the SAME number from column 1 in column 2 for

the time-sensitive Dewey areas.

NO. ITEMS _____ AND OLDER Determine which items have copyright dates 13 years old and older.

NO. ITEMS _____ AND NEWER Determine which items have copyright dates within the last 12 years

NO. ITEMS ____ AND NEWER Determine which items have copyright dates within the last 12 y GOUNTABLE ITEMS In order to understand the relative strengths and weaknesses of a grant of the contraction of the

In order to understand the relative strengths and weaknesses of each Dewey category of the collection, compute the percentage of countable items. Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentages are to be used by the library media specialist as one way to determine areas of the collection, which may need improvement. The Planning and Evaluation Worksheet will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

MODEL WORKSHEET

			L WORKSHEET						
REFERENCE CO	DLLECTION WO								
		REPEAT		NSITIVE DEWEY AR					
D A			No. of Items	No. of Items	% of Countable				
Dewey Areas	Total Holdings (all items	column 1 figures in white	and OLDER	and NEWER	Items within Copyright Time				
	owned)	areas below	OLDEK	NEWER	Frame				
Reference	(1)	(2)	(3)	(4)	(5)				
Encyclopedias	(1)	(2)	(3)	(1)	(3)				
000-319	400								
320-329	100	100	50	50	50%				
330-339	80	80	70	10	13%				
340-359	300								
REFERENCE	T-1	T-2	T-3	T-4	⊅ Divide each cell in				
COLLECTION	880	180	1 20	60	column 4 by the				
TOTALS this	↑				corresponding cell in				
LMC				~	column 2 to				
	Add to find	Add to find total	Add to find total	Subtract column 3	find the % in each				
	total countable and non-	items in time- sensitive Dewey	time-sensitive NON -countable	from column 2 time-sensitive items	Dewey area				
	countable items	areas	items	new enough	use for planning purposes				
/	all owned no	NOT	items too old	to count	pui poses				
	matter date	REPORTED	to count	NOT REPORTED					
/	/		ountable items within	n copyright time frame,	P-5				
l / /	divide the total in column 4 (T-4) by the total in column 2 (T-2) \rightarrow 33%								
/ /				. ,					
T RANSFEI	R WORKSHEET I	DATA TO THE PI	ANNING AND EV	VALUATION FORM	AS/FOLLOWS:				
• Cell T -1 trans	sferred to the Plann	ing and Evaluation f	Form column A (TO	TAL HOLDINGS)					
	us cell 7-3 transfer linus $\underline{120} = \underline{760}$	red to the Planning a	and Evaluation form	column B (TOTAL CO	DUNTABLE)				
Cell P-5 trans	sferred to the Planni	ng and Evaluation f	form column C 33%	/ ₀ *					

			COPYRIGHT-SEN	SITIVE DEWEY AR	
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
General	(1)	(-)	and older	and newer	(0)
Encyclopedias			(5 year rule)	(5 year rule)	9/
000-319					
320-329					0
330-339					(
340-359					
360-369					C
370-379					C
380-389					
390-519					
520-529					C
530-549					
550-559					(
560-569					(
570-579					(
580-609					
610-619					(
620-629					Q.
630-999					
REFERENCE COLLECTION TOTALS this LMC	T-1	T-2	T-3 **** 1	T-4	Divide each cell in column 4 by the corresponding cell in column 2 to find
	Add to find	Add to find total	Add to find total	Subtract column 3	the % in each Dewey
	total countable	items in time-	NON-countable	from column 2	area
/	and non-	sensitive Dewey	items	time-sensitive	use for planning
/	countable items	areas	/ items too old	items new enough	purposes
/	all owned no	NOT DEPORTED /	to count	to count	
/	natter date	REPORTED /		NOT REPORTED	
	divi		ountable items within an 4 (T-4) by the total	copyright time frame,	P-5
				ALUATION FORM/	AS FOLLOWS:
, ,			TAL HOLDINGS)	reported on Core Dat	a Report
• Cell T-1 min	us cell T-3 transfer	red to the Planning	and Evaluation form of TAL COUNTABLE	column B E) reported on Core D	ata Report
1		/ (10		/ 1 /	-
(T1)	minus (T3)**	=		<i>'</i> ./	•

			COPYRIGHT-SEN	SITIVE DEWEY AR	EAS
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Itemsand OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					
330-339					
340-359					
360-369					
370-379					
380-389					
390-519					
520-529					
530-549					
550-559					
560-569					
570-579					
580-609					
610-619					
620-629					
630-999					
VISUAL OLLECTION FOTALS this LMC	Add to find total countable and non-countable items all owned no matter date	Add to find total items in timesensitive Dewey areas NOT REPORTED	T-3 **** And to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	Divide each cell is column 4 by the corresponding cell is column 2 to find the % in each Dewe area use for planning purposes
	divi			copyright time frame, in column 2 (T-2) →	P-5
				ALUATION FORM	AS FOLLOWS:
Cell T-1 tran			TAL HOLDINGS)	*reported on Core Da	ita Report
<i>↓</i>	11 70 0	rad to the Planning	and Evaluation form	column B	
Cell T-1 min	minus (T-3)	/ (TO		E) *reported on Core I	Data Report

*NOTE: The totals from this worksheet should <u>only</u> be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.

			COPYRIGHT-SEN	SITIVE DEWEY AR	EAS
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Itemsand OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Nonfiction	(1)	(2)	(3)	(4)	(5)
000-319					
320-329					
330-339					
340-359					
360-369					
370-379					
380-389					
390-519					
520-529					
530-549					
550-559					
560-569					
570-579					
580-609					
610-619					
620-629					
630-999					
ONFICTION	T-1	T-2	T-3	T-4	∌ Divide each cell i
COLLECTION			_		column 4 by the
TOTALS this LMC	<i>1</i>		***		corresponding cell i column 2 to find
	/ Add to find	Add to find total	Add to find total	Subtract column 3	the % in each Dewe
	/ total countable	items in time-	/NON-countable	from column 2	area
,	and non-	sensitive Dewey	/ items	time-sensitive	use for planning
/	ountable items	areas	items too old	items new enough	purposes
	all owned no matter date	NOT REPORTED	to count	to count NOT REPORTED	
	c	To find % of livide the total in co	f countable items with lumn 4 (T-4) by the to	hin copyright time fran otal in column 2 (T-2)	ne, P-5 →
//					/
				ALUATION FORM	AS FOLLOWS:
• ¢ell T-1 tran			TAL HOLDINGS)	reported on Core Dat	a Report
	us cell T-3 transfer	red to the Planning	and Evaluation form		
Cell T-1 min	minus (T3) *		TAL COUNTABLE	E) reported on Core D	ata Report

			+	NSITIVE ALL ARE	
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Itemsand OLDER	No. of Itemsand NEWER	% of Countable Items within Copyright Time Frame
Professional	(1)	(2)	(3)	(4)	(5)
Fiction	(-)	(=)		(-)	
000-319					
320-329					
330-339					
340-359					
360-369					
370-379					
380-389					
390-519					
520-529					
530-549					
550-559					
560-569 570-579					
580-609					
610-619					
620-629					
630-999					
PROFESSIONAL COLLECTION OTALS this LMC	Add to find total countable and non-countable	Add to find total items in timesensitive Dewey areas	T-3 **** Add/to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count	Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewe area use for planning purposes
	items all owned no matter date	To find % of co	untable items within	NOT REPORTED copyright time frame,	P-5
	divi			in column 2 (T-2) →	,
TDANGUEDA	VODECHEET	DATA TO THE P	ANNING AND DV	ALUATION FORM	AS FOLLOWS:
		ing and Evaluation 1		ALUATION FURM	AS FULLUWS:
Ven 1-1 yransie	ired to the Fiallh	~ /		reported on Core Dat	a Renort
Cell T-1 minus	cell T-3 transfer	red to the Planning	and Evaluation form		
(T-1)	minus (T-3)		THE COUNTRIBE	s, reposited on core 2	au report

^{**}All Dewey Decimal categories are time-sensitive in the Professional Collection.

MAGAZINES COLLECTION W	ORKSHEET	
1	2	3
Number of magazines required (see Appendix C)	If students have access to electronic magazines (MOREnet or other)	Number of print magazines in the LMC purchased or free for students
(You must figure Level 1, 2, and 3 separately).	Divide figure in column T-1 by the numeral 2	
	(T-1 divided by the numeral 2 = T-2)	
	If no access to electronic magazines, T-1 divided by $0 = 0$.	
T-1	T-2	T.3

	TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:
•	Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (T-2) plus (T-3) =

PROFESSIONAL JOURNALS/P	ERIODICALS COLLECTION WORKSHEET	Γ
1	2	3
Number of magazines required (see page 29)	If faculty have access to electronic magazines (MOREnet or other), divide the figure in column 1 by 2	Number of print magazines in the LMC purchased or free for faculty
(You must figure Level 1, 2, and 3 separately).	T-1 divided by the numeral 2 = T-2	
	If no access to electronic magazines, T-1 divided by $0 = 0$.	
T-1	T-2	T-3

	TRANSFER WORKSMEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
•	Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (T-2) plus (T-3) =	

County district code	School n	ame	Building code	Grades served	Enrollment served	FTE certificated staff served	# students seated at one time
FTE with librar certificate	у	FTE paid support states serving LMC	ff Total sq. ft Reading/re		•	# hours / week LM release time for cla	

	Column A	Column B	total counta (use col ADDITION	e (Appendix Cable items from umn A if B is sAL NEEDED 1	n Column B shaded). TO REACH:		Column C	(See App	all evaluation of the endix A for exp	lanation)
Print, nonprint, and electronic items	Total holdings in this LMC (From the worksheet)	Total countable items (From the worksheet)	Level 1	Level 2	Level 3	Current level met Level 1, 2, or 3 (Mark 0 if no level met)	% of countable items in time-sensitive areas ONLY (70% recommended)	Integration of formats into the curriculum (rate 0-5)	Alignment of collection with curriculum	Meets student and teacher needs (rate 0-5)
Reference							worksheet)			
Nonfiction										
Machine Dep. visual materials										
Professional materials										
Newspaper subscriptions										
Periodical indexes										
Fiction (1All countable)										
Magazine subscriptions										
Prof. Journal subscriptions										
Selection tools										

LMC PLANNING AND EVALUATION WORKSHEET YE	AR	-
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Areas marked by heavy borders will be reported on the Core Data Report

	SUPPLIES	MATERIALS	EQUIPMENT	OTHER***
Free Textbook				
Technology Grants				
Title V				
Fund raisers / gifts				
Local funds				
Other***				

*** EXPLAIN OTHER (for district use):		

EQUIPMENT NUMBERS ARE REPORTED THROUGH THE ANNUAL CENSUS OF TECHNOLOGY (COT).